**CURRICULUM VITAE**

**Margarita Pilar Sarmiento**

**To whom it may concern,**

**I am a highly competitive individual seeking a position of Insurance Coordinator with sound responsibility, dynamic and progressive nature which will further enhance interpersonal skills and abilities.**

**I would like to apply as Insurance Coordinator in your esteemed organization and be a member of a well-established company / institution that will provide opportunities for a sustained career development, competitive compensation package commensurate to the capabilities and work experience, plus the ability to perform management and leading skills.**

**I am attaching herewith my Curriculum Vitae for your kind perusal and looking forward for an opportunity to discuss further my application during an interview.**

**Yours sincerely,**

**Margarita Pilar Sarmiento**

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MARGARITA PILAR SARMIENTO

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CAREER OBJECTIVE:

To join a pro-active team in a company that would utilize and enhance my intellectual and professional capacities, work experiences and enthusiasm to accept challenges in the work force and improve skills acquired to be able to grow with the company.

AREAS OF COMPETENCE

* Documentation / Insurance
* Reception Job
* Clerical Works

**EDUCATION & PROFESSIONAL ATTAINMENT**

Associate in Hotel and Restaurant Management

The University of Manila – June 1996 to October 1998

Sampaloc Manila, Philippines

## PROFESSIONAL EXPERIENCE

**Al Durrah Radiology Center (June 01, 2017 up to present)**

**Sharjah UAE**

**Insurance Coordinator cum Receptionist**

* Receiving the insurance documents from the patients.
* Sending approvals to the insurance companies by online, e- mails, and verbal for the procedures requested by the treating doctors.
* Calling and giving appointments to the patients after taking approval.
* Encoding files and records of the patient.
* Calling the insurance companies to verify the coverage and copayment of the patient**.**
* Checking and filling the records of the patient.
* Answering incoming telephone calls.
* Acquired specific CPT and ICD10 codes to ensure proper treatment and billing of all detailed procedures

**Doctors Medical Centre ( April 25 2015 –May 31, 2017)**

**Sharjah UAE**

**Insurance Coordinator**

* Researched and solve claims and billing services.
* Calling insurance company for approval
* Acquired specific CPT and ICD9 and ICD10 codes to ensure proper treatment and billing of all detailed procedures
* Verified patient dental and medical coverage to ensure they have the following current treatment.
* Prepare and submits SOA ,billings for monthly submissions.
* Coordinate with the reception for Deductable and Co Payment of the patient
* Coordinate to the Insurance Manager for there are additional services to be includes in our price list.
* Taking approval for Laboratory Test and Radiology Procedure

**International Specialists Medical Centre (March 20, 2011 to April 09, 2015**)

**Ajman, UAE**

**Insurance Coordinator cum Receptionist**

* Receive, process insurance papers of the patients
* Calling insurance company for approval
* Checking and filing of the records of the patients
* Encoding the patient’s files and records
* Assists the patients and prepare the insurance paper for approval.
* Attends seminars and trainings concerning update on medical insurance
* Prepares and submits monthly medical claims in different insurance company
* Coordinate with the insurance companies to follow up payments.

# SKILLS / ABILITIES

* Ample knowledge in computer software (MS word and Excel)
* Excellent interpersonal skills, excellent presentation and facilitation skills; effective motivator
* Able to competently juggle multiple assignments while maintaining the highest emphasis on quality
* Quick thinking and being able to come up with a decisive action
* Excellent written and spoken English
* Being able to stay focused in a high pressured situation.

# PERSONAL INFORMATION

* Birth date: August 11,1979
* Sex: Female
* Civil Status : Widowed
* Nationality: Filipino
* Language: English and Tagalog